

## **TRANSPORTATION PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Transportation Planner classification exists is to perform professional-level planning relating to the City's roadway, transit, bicycle or pedestrian transportation networks. This classification does not directly supervise other staff and is the entry-level class in the professional transportation planning series. Work is performed with a moderate to high degree of independence and is supervised by the Principal Transportation Planner.

### **ESSENTIAL FUNCTIONS**

Develops long-range master plans for roadway, transit, bicycle or pedestrian transportation.

Serve as a primary presenter and moderator at master plan or project meetings with residents, businesses and other property owners. Coordinates the preparation and distribution of public information to support public meetings.

Identifies and guides the implementation of new capital improvement projects and manages detailed project planning and preliminary designs for projects ranging in size from several thousand to several million dollars each. Participates in the selection and management of consultant teams, including day-to-day direction on activities and review of billing statements. Coordinates with other city staff to resolve technical and complex project issues.

Prepares in-house design concept reports, cost estimates and project schedules for small to moderate scale CIP projects.

Assists in the preparation or coordination of transportation demand projections as either a stand-alone City model or as part of the Maricopa Association of Governments' model.

Prepares and monitors Intergovernmental Agreements with various agencies and coordinate Federal grant fund requirements with the Arizona Department of Transportation and the Maricopa Association of Governments.

Participates with other City staff in the review of development cases and in the preparation of Local Area Master Plans.

Assists in the preparation of work plans, budgets, schedules, and monthly reports.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Transportation and Land Use Planning.

Capital project planning and design.

Public communication and issue resolution techniques.

Intergovernmental coordination processes.

Ability to:

Listen and effectively communicate ideas, technical advice, and recommendations in one-on-one, small group and large group settings through oral, visual and written communication.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and other City Boards and Commissions.

Work cooperatively with other City employees and the general public.

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination. Measure distances and quantities using various instruments requiring precise hand movements. Perform the majority of daily work while sitting for extended periods of time.

Maintain regular consistent attendance and punctuality.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Planning, Geography, Civil Engineering or a related field and three years of progressively responsible planning or project coordination experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified